



The Long Island Sound Office *of the US Environmental Protection Agency*

Public Participation Program

New York Sea Grant 146 Suffolk Hall SUNY at Stony Brook Stony Brook, NY 11794-5002
(631) 632-9216 Fax (631) 632-8216

**Long Island Sound Study
Public Participation Information and Education
Small Grants Program
2004 Request For Proposals**

July 2003

Dear Interested Party and Potential Applicant:

New this year, the Long Island Sound Study is offering grants in three categories. To see the specifics on each please review page 2.

Enclosed you will find the Long Island Sound Study Public Participation Information and Education Small Grants Request for Proposal. The package contains all the information and forms needed to submit a proposal. I encourage you to submit a proposal or pass these materials on to others who may be interested. The application packet is also available on the Long Island Sound Study website www.epa.gov/region01/eco/lis

Time Line:

- \$ Workshop July 30, 2003
- \$ **Proposal Deadline 4pm September 12, 2003 - Please note must be delivered by deadline**
- \$ Award Notification October 31, 2003
- \$ Signing of Grant Contracts December 1, 2003
- \$ Projects must be complete by September 30, 2004
- \$ Final Reports due by October 31, 2004

Questions:

If you have any questions, please see the enclosed **Frequently Asked Questions** and if that doesn't answer your question please feel free to contact me at (631) 632-9216, Fax: (631) 632-8216 or e-mail kszl@cornell.edu.

Workshops:

Two grant writing workshops will be held in September that I encourage you to attend if you need assistance with your proposal or you have questions. The workshops will review the Request For Proposal and all the forms, your questions will be answered, and examples of funded projects will be displayed. Please see the enclosed flyer and be sure to register for the workshops.

I look forward to receiving your proposal.

Sincerely,

Kimberly Zimmer

Public Outreach Coordinator

Long Island Sound Office

INTRODUCTION:

Public Participation and Outreach Activities for the Long Island Sound Study are conducted by New York Sea Grant Extension Program.

Connecticut Location: Stamford Government Center 888 Washington Boulevard Stamford, CT 06904-2152
(203) 977-1541 Fax (203) 977-1546
www.epa.gov/region01/eco/lis/

The Long Island Sound Study is a Bi-State partnership to protect and restore the Sound. Authorized under the Clean Water Act, the Long Island Sound Study is one of 28 programs created to protect and preserve our Nation's estuaries. Sponsored by the US EPA and the states of New York and Connecticut, the Long Island Sound Study involves Federal, state, interstate, and local agencies, universities, environmental groups, industry, and the public in a Management Conference. The Long Island Sound Study Management Conference completed a *Comprehensive Conservation and Management Plan* for the Sound in 1994. The plan identifies commitments and recommendations for actions to improve water quality, protect and restore habitat and living resources, and educate and involve the public. You can find out more information about the Long Island Sound Study on the web site www.epa.gov/region01/eco/lis

THE SMALL GRANTS PROGRAM:

The goal of the Long Island Sound Study Small Grants Program is to increase public support and understanding of Long Island Sound restoration and preservation. The grant program was created in 1995, and 99 projects have been funded to date.

New this year, the Long Island Sound Study is soliciting proposals in three categories:

- ◆ The first category is for proposals (maximum \$2,000) that focus on activities for National Estuaries Day (September 25, 2004). National Estuaries Day is an interagency campaign to promote the importance of estuaries and the need to protect them. The Long Island Sound Study encourages local organizations to host special events to celebrate the Sound. For more information on National Estuaries Day please visit the web site www.estuaries.gov
- ◆ The second category is for proposals (maximum \$5,000) that focus on public education and participation activities relating to the restoration and preservation of the Sound.
- ◆ The third category is for proposals (maximum \$10,000) that focus on awareness of exotic (introduced) species in Long Island Sound.

TYPES OF PROJECTS:

Projects should focus on the areas that have been designated as priority issues in the Comprehensive Conservation and Management Plan (CCMP), hypoxia, toxics, pathogens, floatable debris, living resources and their habitats, and land use.

The following is a list of examples for each grant funding category; you are not limited to these examples:

- ◆ National Estuaries Day: festivals, mobile exhibits, boat tours, theater, native plant sales, fishing clinics, beach grass plantings, beach clean up, curb your dog campaign, estuary paddle, birding festival, etc.
- ◆ Education and Participation Projects: household waste collections, watershed initiatives, impervious surface inventories, beach clean up, storm drain stenciling, monitoring, fish ladder installation, habitat restoration, septic system maintenance, discourage waterfowl feedings, curriculum inventory, etc.
- ◆ Exotic Species Awareness: guide to Long Island Sound exotics, exotics curriculum, signage, pet store and garden store programs, posters, inventories, workshops, etc.

Projects should seek to increase public awareness and education; emphasize the Long Island Sound ecosystem as a living environmental and social resource; motivate people to actively participate in its restoration; utilize innovative activities which involve people and lead to local action; and demonstrate

projects for public activities that can serve as a model elsewhere in the watershed of Long Island Sound.

WHO CAN APPLY:

Proposals will be welcomed from the following:

- ◆ Not-for-profit organizations with an established dissemination network,
- ◆ Local governmental or public agencies, such as municipalities and environmental commissions; and
- ◆ Educational institutions, including, but not limited to, public and private K-12, and colleges.

EVALUATION OF PROPOSALS:

All proposals that are complete and meet the deadline will be evaluated by a review team consisting of agency staff and Citizens Advisory Committee members. The Team will evaluate complete proposals on the relevance to the implementation of the Long Island Sound Study's Comprehensive Conservation and Management Plan priority areas. The Team will also consider the ability of the project to establish partnerships and its potential to serve as a model for the Long Island Sound watershed. It is important that projects clearly define achievable goals, along with reasonable funding requests and identify evaluation processes.

PROPOSAL DESIGN GUIDELINES:

A standardized application cover sheet and budget form are included and **must** be used with each application. These forms can also be downloaded and filled in from the web site using Adobe Acrobat. Full proposals must include the elements listed below, when applicable. **Do not** include a cover letter or letters of support. Use staples only to bind your proposal. **Do not** put the proposal in a binder or folder. All attachments must be stapled to the proposal. You may submit more than one unrelated proposal but each cannot exceed funding limitations.

Proposal Cover Page: Provide an overview of your project in the summary section on the cover page form that is attached or can be downloaded from the web site and filled in using Adobe Acrobat.

Proposal Budget Summary: The budget summary form is attached or can be downloaded from the web site and filled in using Adobe Acrobat. Include total project budget with the amount sought from the Long Island Sound Study. Your project may receive partial funding. Check the appropriate box on the budget summary form if your project cannot be completed without full funding. Demonstrate availability of any matching funds.

Project Description: The main body of the proposal must be succinct and must be no longer than five (not including the cover and budget forms) typewritten, single-spaced pages in 12 point font.

1. Clearly describe:

- ◆ The goal of your project,
- ◆ the expected public benefit and,
- ◆ the expected benefit to Long Island Sound.

2. Provide a statement and method for accomplishing the goals of the project and its relevance to the goals of the Long Island Sound Study.

3. Include the geographical focus for the project, its projected audience, and indicate how many people it is expected to reach. If applicable, a map of the project area should be included as an attachment on 8 1/2 x11 paper.

4. List the personnel involved in the project, identifying the project director. Include a brief bio for the three top personnel. Include name, address, phone, fax, and e-mail address for each. **Do not** submit resumes. Brief bio example:

LISS Program Aide-Lauren Storms

Long Island Sound Study, 146 Suffolk Hall, Stony Brook, NY 11794

phone: 631-632-9216 fax: 631-632-8216 e-mail: lstorms@ic.sunysb.edu

Experience: BA, Earth and Space Science concentrating on Marine Science

Created and taught Marine Ecology curriculum at Ocean Beach Youth Group, summer 1999. Her organizational role within student government at SUNY Stony Brook from 1997-2000 included fund-raising, membership, programming, political action, facilities= maintenance and media design.

5. If you are working with other partner organization(s), please state the name of the organization and how the partnership will work.

6. Permits: If you plan to do any fish or wildlife collecting, restoration or creation of wetlands, or any construction activity on private, municipal, state or federal lands, be aware that one or more permits or permission may be required. When evaluating your proposal, the reviewers will consider your understanding of, and ability to address permitting needs. Should your project need permits or permission, be sure to include them as attachments to your proposal.

7. Monitoring Projects: Any project receiving federal funding that involves water sampling, testing and monitoring must have or be able to obtain an approved Environmental Protection Agency Quality Assurance Project Plan. Please check the box on the cover page form if you already have an approved Quality Assurance Project Plan from Environmental Protection Agency. The guide book to developing a "Quality Assurance Project Plan" can be downloaded from the web at www.epa.gov/volunteer/qappcovr.htm

8. Schedule for starting and completing the project. *Projects must be completed by September 30, 2004.*

Detailed Budget: For further assistance see funding guidelines. Provide the following information.

1. Labor costs: List each person separately. Provide basis for labor costs. This program **cannot** fund federal and state employee salaries. Example:

1) John Doe, 12 months, 50 percent effort, calculated with annual base salary.

2) Sally Doe. 280 hours @ \$6/hour.

2. Fringe Benefits: Provide explanation of how fringe benefits are applied and documentation for the rate or dollar amounts assessed.

3. Indirect Costs: Provide Indirect Cost Rate Agreement.

4. Non-expendable Equipment: Provide make, model and dollar amount. Explain whether price was determined from vendor quote, catalogue price or past experience. Non-expendable equipment includes items like fish tanks, graduated cylinders, and monitoring equipment, textbooks, etc.

5. Expendable Equipment: Provide a list and dollar amount. Expendable equipment includes items like crayons, plastic garbage bags, popsicle sticks, blank video tapes, etc.

6. Consultant Services: If a consultant is named, provide full explanation of consultant duties, rate of pay and any special circumstances. If no consultant is named, provide basis by which amount was calculated.

7. Travel/Transportation: Provide traveler(s) names, destination, and proposed dates. Provide breakdown for meals, lodging, mileage reimbursement, etc.

8. Office Support and Miscellaneous: Provide breakdown for items needed and whether prices are based on vendor quotes, experience, etc. Provide justification for otherwise routine office supplies, telephone, postage and copying.

9. Match: Examples of match may include volunteer time, intern salaries, mailing, copying, etc., that are paid for by your organization's budget or by a partner organization on the project, not through the Long Island Sound Study Small Grants program. In the budget narrative define where the match is coming from (i.e., other grants, corporate donation, fund-raising, etc.). You may use other federal sources to help fund your project, but it **cannot** be counted as match towards your project.

10. Partial Funding: If your project can be done with partial funding, list what the key expenses are. By this we mean the key items, without which the project cannot proceed or identify what other sources you intend to obtain to raise the additional funds.

Certificate of Liability Insurance: Applicants must be able to provide evidence of appropriate levels of liability insurance and be able to indemnify and save harmless Cornell University, the Long Island Sound Study, New York Sea Grant Extension Program, and the US Environmental Protection Agency for and from any and all claims resulting from proposed project activities. Include a letter as an attachment confirming your liability insurance and the amount carried. The actual certificate is not necessary, but can be used instead of a letter, until signing the contract agreement.

FUNDING GUIDELINES:

Proposals for new projects or to supplement ongoing projects will be accepted. Funds are available for specific costs associated with project implementation, and for general overhead expenses. Demonstrate availability of any matching funds.

Funding of major pieces of equipment (such as computers, TVs, VCRs, boats or boat engines) is discouraged. If you are requesting equipment, be sure to explain clearly how it will assist or enhance the project. Types of equipment that are eligible for funding include but are not limited to monitoring equipment and supplies, video tapes, lumber, paint, gloves, etc.

Food and clothing **will not** be funded.

The selected projects will require application for reimbursement including all receipts. If a cash advance is necessary, provide supporting documentation explaining the need. Each proposal will be funded in accordance with the type of project as defined on page two. Award of these grants is contingent upon funding by the US Environmental Protection Agency.

THE GRANT AWARD:

Once proposals have been reviewed by the Small Grant Review Team, recommendations will be forwarded to the Management Committee for final approval. You will be notified by **October 31, 2003** if your project has been selected for funding. If you are selected for funding, in addition to copies of any products produced, you will have to send 4 copies of a final report and evaluation of your project to the Long Island Sound Study when it is completed.

PROPOSAL DEADLINE:

Eleven copies (the signed original plus 10 copies) of the proposal, including an original, signed copy of the cover page and budget form, ***MUST BE DELIVERED BY 4 pm on September 12, 2003*** Eleven copies of all attachments must also be included. Double-sided copies are acceptable. No faxes please. Hand delivered copies will be accepted until 4pm on September 12, 2003 at the New York Sea Grant office. Proposals should be sent to:

Kimberly Zimmer
New York Sea Grant
LISS Public Involvement and Education Small Grants
146 Suffolk Hall
State University of New York
Stony Brook, NY 11794-5002